



## CALHOUN COUNTY APPLICATION FOR EMPLOYMENT

Human Resources, 315 West Green Street, Marshall MI 49068

(269) 781-0994 Job Hotline

(269) 781-0984 Fax

Position applying for \_\_\_\_\_ Department \_\_\_\_\_

### Personal Information

Name : \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
City State Zip

Home Phone # ( ) \_\_\_\_\_

Work Phone # ( ) \_\_\_\_\_

Are you 18 year of age or older? ☐ Yes ☐ No

Are you a citizen of the United States or legal alien? ☐ Yes ☐ No

Are you a veteran of the U.S. Military Service? ☐ Yes ☐ No

Have you ever been convicted, plead guilty, or no contest to a felony crime? ☐ Yes ☐ No Explain \_\_\_\_\_

Have you ever lost or forfeited a bond or been deemed ineligible for a bond? ☐ Yes ☐ No Explain \_\_\_\_\_

Have you reviewed the minimum requirements for this position? ☐ Yes ☐ No

Do you meet the minimum qualifications for this position? ☐ Yes ☐ No

Have you ever worked for Calhoun County? ☐ Yes ☐ No

If yes, under what name? \_\_\_\_\_ Dates \_\_\_\_\_

What source referred you to this position? \_\_\_\_\_

What shifts are you available to work? ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ wk ends ☐ holidays

Are you related to any current employees or County Officials? ☐ Yes ☐ No

If yes, Name(s) \_\_\_\_\_

When are you able to start employment with Calhoun County? \_\_\_\_\_

### Education

High School Graduate/GED ☐ Yes ☐ No

Jr. College Education ☐ Yes ☐ No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

College/University ☐ Yes ☐ No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Post Grad Education ☐ Yes ☐ No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Other special training \_\_\_\_\_

Special skills - Please include any Professional Licences or Certifications \_\_\_\_\_

**Please Complete Reverse Side of Form**

**Previous Employment - Most Recent First- Include Military Service**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: ☐ voluntary ☐ involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: ☐ voluntary ☐ involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: ☐ voluntary ☐ involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

As public employers, Calhoun County and the Courts are subject to the Freedom of Information Act and are required to provide a copy of this application to any individual submitting a written request unless, as an applicant, you request that your application remain in confidence.

As an Applicant, I wish this application to remain in confidence except as necessary to verify prior employment. ☐ Yes ☐ No

The facts set forth in this application and any attachments are true and complete. I understand that if employed, false statements or omissions made in this application shall be sufficient cause for dismissal.

I understand the employment with Calhoun County is contingent upon investigation of my previous employment and educational record, references, and upon passing required physical examinations (including drug and alcohol tests) and providing proof of eligibility to work in the United States.

As part of my application for employment with Calhoun County, I hereby authorize my prior employers to provide information to Calhoun County, including all information contained in my personnel file, any evaluations, oral or written, and attendance or disciplinary reports, oral or written. In consideration for providing such information, I release, waive and relinquish any and all claims against any of my prior employers, their officers, employees, agents or other representative, arising directly or indirectly, or relating to the furnishing of such information by them. I also waive any legally required notice, oral or written, from such employers that employment information is being provided by them to Calhoun County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Calhoun County Government**  
Policy on Equal Employment Opportunity  
Non-Discrimination and Affirmative Action

Human Resources, 315 West Green Street, Marshall MI 49068

Calhoun County Government is committed to the principles of equal employment opportunity, non-discrimination and affirmative action as set forth in applicable state and federal laws and regulations. It is the policy of Calhoun County Government to promote non-discrimination and equal opportunity for all qualified employees and applicants for employment, and to prohibit discrimination in employment because of race, religion, color, national origin, sex, age, height, weight, handicap, marital status or any other category protected by law.

In order to ensure that Calhoun County Government's employment practices conform to its policies and goals, it is necessary to develop and maintain statistical data on job applicants.

To help us, would you take a minute or two to complete the following information and return it to the Human Resource Department? The information you provide is requested for statistical reporting purposes only.

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*Detach and Return*

**JOB APPLICATION / NEW HIRE**  
*EEO INFORMATION QUESTIONNAIRE*

**Position Applied for:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Military Status:**    { } Active                      { } Retired

**Veteran Status:**    { } Yes              { } No                      **Vietnam Vet:**              { } Yes              { } NO

**Handicapped:**        { } Yes              { } No              If Yes, briefly describe: \_\_\_\_\_

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**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:**    { } Female              { } Male

**Racial / Ethnic Origin:**        (If you are multi-racial, please check the box next to your predominant race)

- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black / African American (Non-Hispanic)
- ☐ White / Caucasian (Not of Hispanic Origin)
- ☐ Hispanic